Brigette Moritz

U.S. Navy Still Imagery Accessioning Specialist (CAP)

1200 Navy Pentagon

Washington, D.C.

703-614-9154

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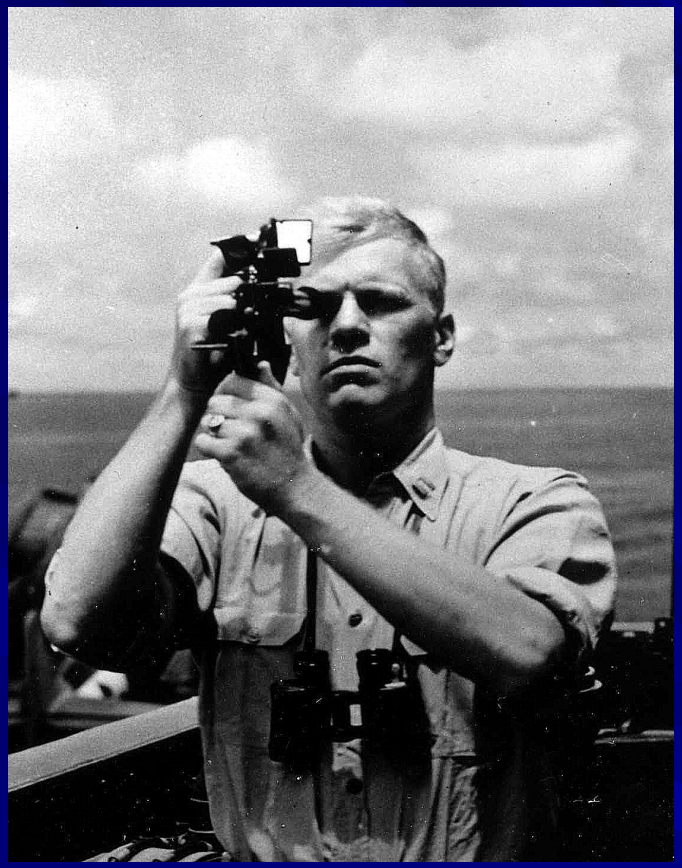
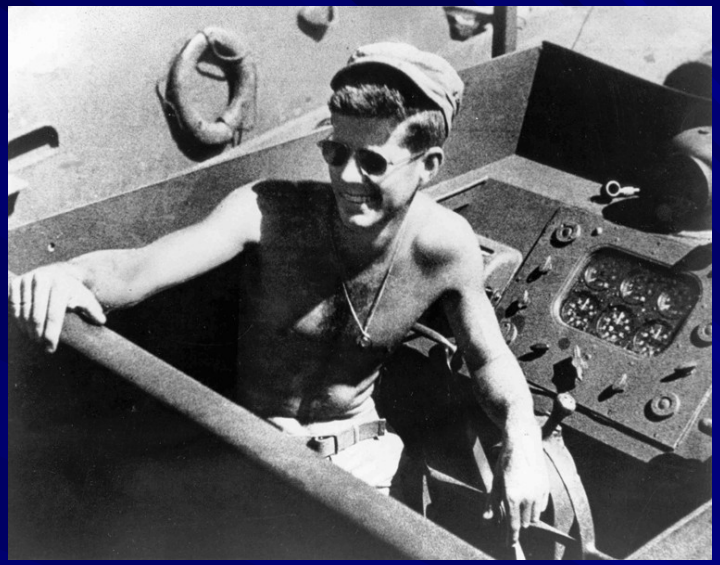
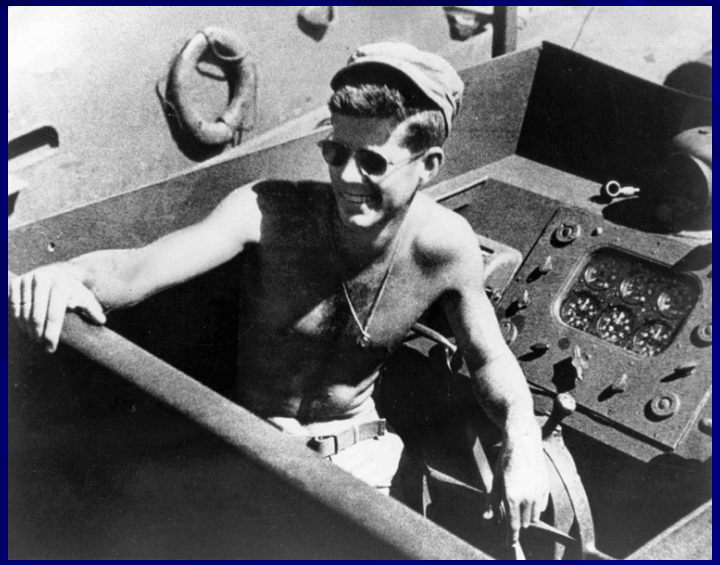


Navigation Officer

Lt. Gerald R. Ford takes a sextant reading aboard the USS Monterey. 1944





Lt.j.g. John F. Kennedy aboard the PT-109., 1943. PC 101

PC 94 Ensign John F. Kennedy, USN, in South Carolina, circa 1942.

Lt. Kennedy and his crew aboard PT 109

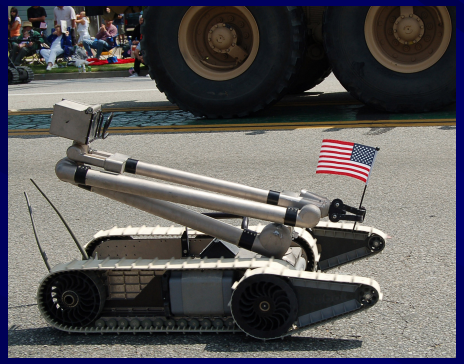


Photo accessioning

Tell the Navy's story day-to-day.

**The Fleet sends thousands of still images and video imagery to
Navy Visual News Service. Many of those images and videos are put on Navy.mil and into Media Lighthouse.**

However, not all the photos received can be retained for historical archives.

Lifecycle Management

- **the process of managing the entire lifecycle of an image from its beginning, use and disposal**

040715-N-5972N-009
OAHU, Hawaii (July 15, 2004) U.S. Navy Photographer's Mate 2nd Class Richard Brunson, assigned to Fleet Combat Camera Group Pacific, documents Marines at the Kahuku Training Area on the island of Oahu, Hawaii. U.S. Navy photo by Lt. Cmdr. Rick Naystatt (Released)

- **The lifecycle of an image begins when you take a photo and ends when it is sent to and stored at the National Archives.**

Sixteen-inch guns of the U.S.S Iowa firing during battle drill in the Pacific, ca. 1944.

Lifecycle Management

In between, your images move to Navy Visual News Service and/or DIMOC-Pentagon

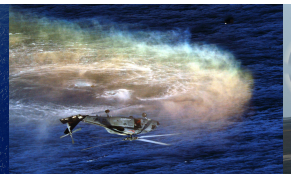
.

Then your images come to us –

the Component Accessioning Point (The CAP)

.

Defense Imagery Management Operation Center-Riverside
Riverside, Calif.



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Large view

Petty Officer First Class Brien / US Navy via AP file

In this March 18, 2003 photo made available by the U.S. Navy, K-Dog, a Bottle Nose Dolphin, leaps out of the water in front of Sgt. Andrew Garrett while training near the USS Gunston Hall in the Arabian Gulf. Attached to the dolphins pectoral fin is a pinger device that allows the handler to keep track of the dolphin when out of sight. The Navy said Monday, Feb. 12, 2007 it is reviving a proposal to send dozens of dolphins and sea lions trained to detect and apprehend waterborne attackers on a mission to patrol a military base in Washington state. (AP Photo/Petty Officer First Class Brien Aho)
8:50 p.m. ET, 2/12/07

Navy Missile Blasts Satellite, Fuel Tank Likely Destroyed

Thursday, February 21, 2008
FOX NEWS

AP/U.S. Navy, Specialist 2nd Class Michael Hight
Feb. 18: Seaman Robert Paterson, of Norgo, Calif., stands watch next to the aft vertical launch missile platform on USS Lake Erie.

ARLINGTON, VA — At 10:29 p.m. last evening the Navy confirmed it hit a falling and potentially dangerous defense intelligence satellite using an SM-3 missile fired from the deck of the USS Lake Erie in the Northern Pacific.

Officials say the missile likely destroyed its intended target, a 1,000 pound tank of toxic hydrazine fuel.

"There are good first indications the shot was successful. There was an explosion on impact and over 80 pieces of debris were detected after initial assessments," an official said.

• Click here to visit FOXNews.com's Space Center.

The blast is a good sign because the warhead was non-explosive, meaning the explosion was most likely caused by hitting the gas tank. The large amount of debris detected is also positive because it indicates they struck one of the satellite's more massive sections, and the tank is one of its largest.

The missile hit the satellite about three minutes after launch as the spacecraft, roughly the size of a school bus, traveled in polar orbit at more than 17,000 mph.

Land observers with the Joint Integrated Missile Defense Team in Colorado Springs and Strategic Command in Omaha will continue to assess the levels of damage along with the three Navy ships still in the Northern Pacific.

A statement released by the Department of Defense said the debris will begin to enter the Earth's atmosphere almost immediately and "nearly all of the debris will burn up on reentry within 24 to 48 hours".

Any remaining debris it said "should re-enter within 40 days." The Navy hopes that any pieces of the satellite that do not burn will land in the ocean.

The use of the Navy missile amounted to an unprecedented use of components of the Pentagon's missile defense system, designed to shoot down hostile ballistic missiles in flight — not kill satellites.

The operation was so extraordinary, with such intense international publicity and political ramifications, that Defense Secretary Robert Gates, rather than a military commander, was to make the final decision to pull the trigger.

The government organized hazardous materials teams, under the code name "Burnt Frost," to be flown to the site of any dangerous or otherwise sensitive debris that might land in the United States or elsewhere.

Also, six federal response groups that are positioned across the country by the Federal Emergency Management Agency have been alerted but not activated, FEMA spokesman James McIntyre said. "These are purely precautionary and preparedness actions only," he said.

More will be learned about the success of the hit when General James Cartwright, Vice Chairman of the Joint Chiefs of Staff, briefs the Pentagon press tomorrow at 7 a.m.

FOX News' Justin Fishel and The Associated Press contributed to this report.

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- How Satellite Shoot-Down Will Work
- Space Station Commander 'Not Worried' About Spy Satellite Shootdown
- Russia: U.S. Plan to Shoot Down Damaged Spy Satellite Could Be Missile Test
- U.S. Officials Defend Plan to Shoot Down Satellite
- Pentagon Plans to Shoot Down Failing Satellite
- U.S. Military Prepares to Handle Crashing Spy Satellite
- Dead Spy Satellite Could Hit Earth Within a Month, Officials Say

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Photo of owl rescued aboard the aircraft carrier USS Harry S. Truman

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Attached is an image taken aboard the aircraft carrier USS Harry S. Truman of an owl rescued from the wheel well of an F/A 18 strike fighter aircraft.
Caption:
080318-N-1688B-002
PERSIAN GULF (March 18, 2008) Airman Jacob Larsen, holds "Fod," a screech owl discovered Monday, March 17, 2008 in the wheel well of an F/A 18 Hornet strike fighter on the flight deck of the Nimitz-class aircraft carrier USS Harry S. Truman (CVN 75) while at sea during flight operations. The owl was examined for injuries and given a solution of sugar water for mild dehydration. It was taken ashore the next day aboard a delivery aircraft during a scheduled flight and released. FOD is a Navy acronym for "Foreign Object Damage" and refers to objects or debris found on a flight line or carrier flight deck that can be sucked into an aircraft engine intake and cause damage. Navy photo by Mass Communication Specialist Seaman Matthew Bookwalter (Released)
<<032108_Navy_Owl.jpg>>
Oscar Sosa
Still Photo Editor
Navy Visual News Service
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MCC Michael Pendergrass

One of the most published images from 9/11.

What can you do to help?

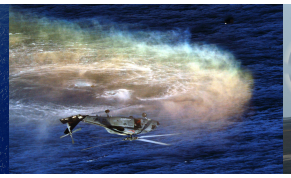
Ensure imagery covers all aspects of Navy life

Ensure Captions and Meta Data are accurate

- Assign each MC a regular route aboard the ship or shore station to cover each day. This is a newsroom technique that will bring in more imagery and give your shop a way to increase coverage of the entire ship (or shore station), not just the flight deck. This will help your Sailors develop report with other Sailors.
- Don’t go looking for images only when you need them. Go find images - there are at least 5,000 stories on a carrier.
- Be seen. Make sure your Sailors know you are there. They are likely to call you to take pictures if they know you.
- Build relationships. Visit different offices, even if you think there won’t be any images to take. The more someone knows you, the better chance you will find a photo.
- Zig when others zag. Don’t always go with the pack. Many times the best story isn’t the obvious one.

Areas of Consideration for imagery:

- Galley
- Marine corps dets
- Command master chief
- Aerographer's mates
- Berthing
- Flag/captain's bridge
- Cleaning stations
- Navigation
- DC central
- Flight deck control
- Mess deck
- Ready rooms
- Island
- Mess Deck Social events
- Radar shops
- Engine Room and spaces
- Sea/Shore power rigging
- Chief's mess
- Captain's inport cabin
- CO/XO/Ward room
- Medical and dental (get HIPAA)
- TV studio
- XO and CO p'way
- Personnel
- Legal/brig
- Phone bank
- Reactor (non-classified of course)
- Post office
- Machine shop
- Library/gym
- Woodshop
- IT's and computer networks
- Chapel
- Jet shop
- Fire fighting lockers
- Store
- Security
- Cargo and fueling stations
- Weapons department
- Supply
- Training department
- Aviation supply
- Laundry
- Foc'sle
- Seabees
- Navy Divers
- Master-at-arms
- Creature comforts



What we are looking for

But hardly ever get

Quality vs. Quantity

Why does it matter if an image has a proper caption?

- Timeliness
- Valuable Historical Record
- Federal records subject to public law and policy
- Navy policy

No caption? Images are virtually useless

Generic captions

HELMAND PROVINCE, Afghanistan Marines with Alpha Company, 1st Battalion, 6th Marine Regiment, 24th Marine Expeditionary Unit, NATO International Security Assistance Force, operating in Garmsir. (Official Marine Corps photo by Cpl Alex C. Guerra)

080601-N-1328S-00
COTABATO, Philippines (June 1, 2008) Nurse Corps Capt. Susan St. Onge gives a medical exam during a Pacific Partnership medical civic action program aboard the Military Sealift Command hospital ship USNS Mercy (T-AH 19). The Pacific Partnership programs assist the government of the Philippines in providing local communities with a wide range of services including various medical, dental and engineering civic action programs providing focused humanitarian assistance. U.S. Navy photo by Mass Communication Specialist 2nd Class James Seward (Released)

It is your responsibility

Lifecycle Management

How can you manage a long lifecycle for your imagery?

By ensuring you and your Sailors take and submit the best imagery which tells the Navy's story on a day-to-day basis, and making sure your captions are as accurate and complete as possible

Questions?

So you have some great images...Now what?

Contact Navy Visual News Service
OI-7

Submission Process

Minimum requirement

Highest Resolution Possible

No less than a compression of 10

Best Option
Navy Visual News Service
Email: navyvisualnews@navy.mil
When emailing, try to send no more than two attachments per email, preferably only one.

Other options depend on your transmission toolbox
FFT, FTP will send to JCCC (DIMOC-P)

When you submit to Navy Visual News, you are submitting to JCCC because we submit to them.

Still and Video Captions

All captions shall follow the formats proscribed by

the DoD Style Guide

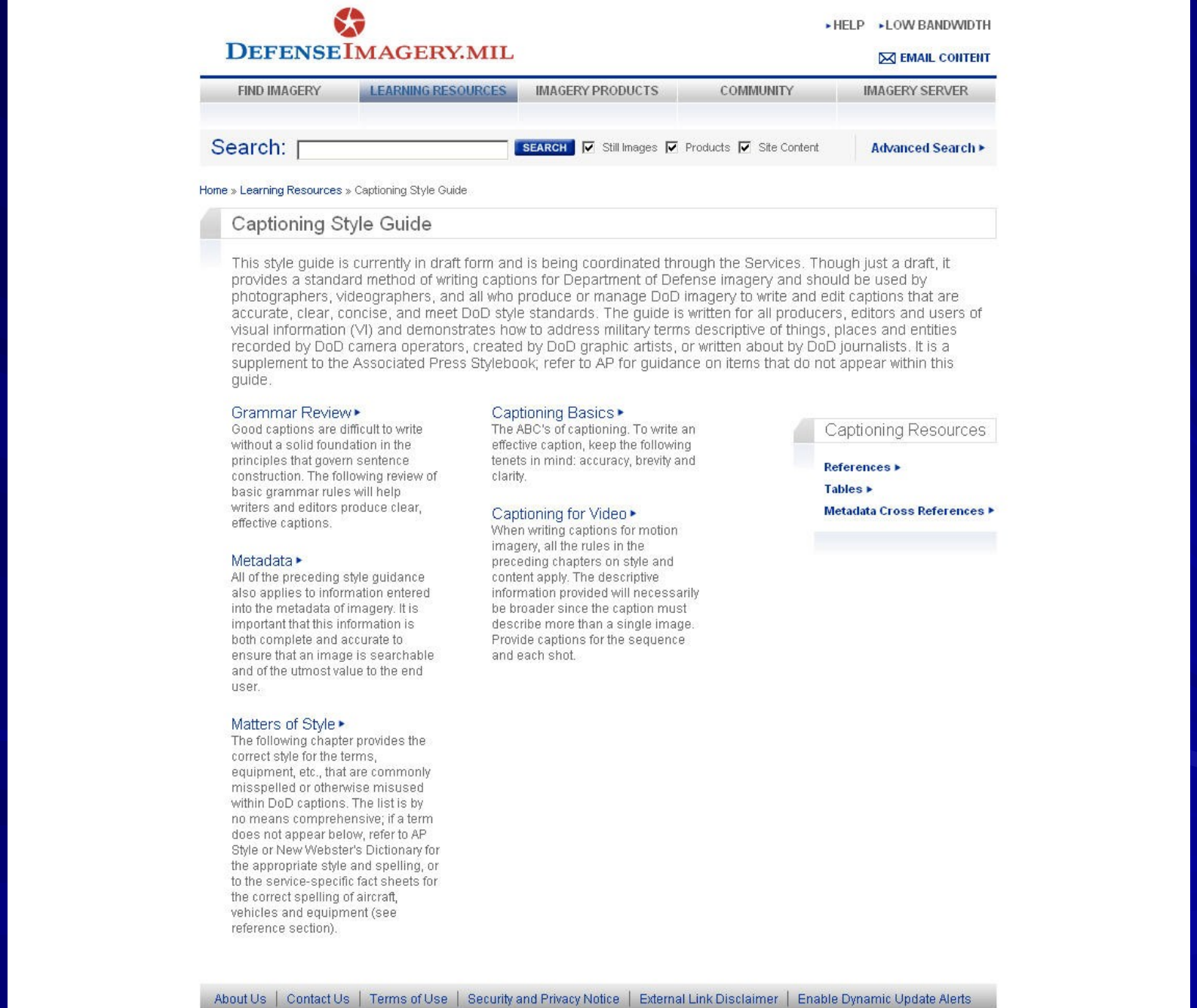
as well as

the Associated Press Style Book and the Navy style guide:

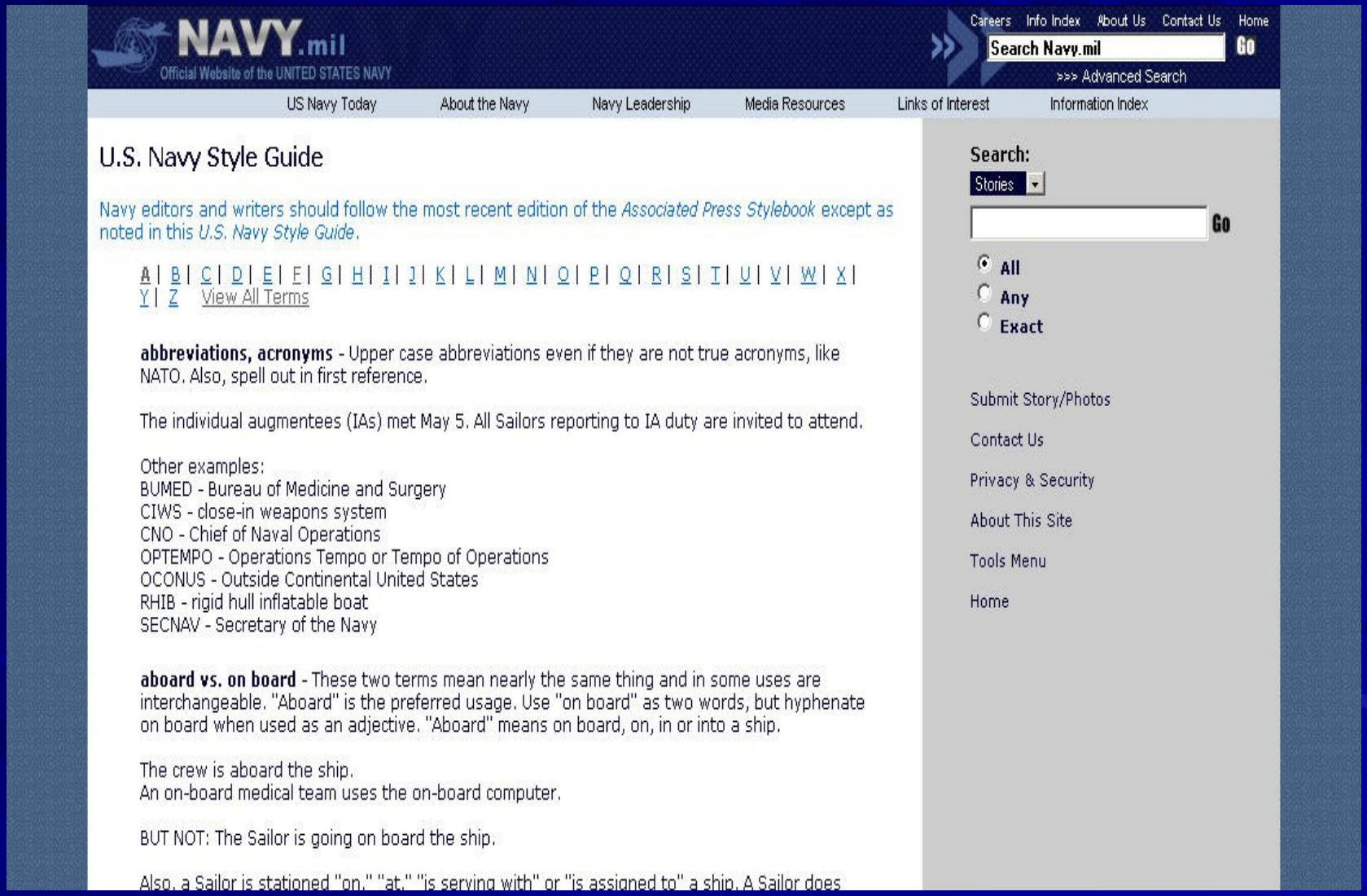
http://www.defenseimagery.mil/learning/captionstyle.html

http://www.news.navy.mil/tools/view_styleguide.asp

http://www.defenseimagery.mil/learning/captionstyle.html



Navy Style guide



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U.S. Navy Style Guide

Navy editors and writers should follow the most recent edition of the *Associated Press Stylebook* except as noted in this *U.S. Navy Style Guide*.

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z View All Terms

abbreviations, acronyms - Upper case abbreviations even if they are not true acronyms, like NATO. Also, spell out in first reference.

The individual augmentees (IAs) met May 5. All Sailors reporting to IA duty are invited to attend.

Other examples:
BUMED - Bureau of Medicine and Surgery
CIWS - close-in weapons system
CNO - Chief of Naval Operations
OPTEMPO - Operations Tempo or Tempo of Operations
OCONUS - Outside Continental United States
RHIB - rigid hull inflatable boat
SECNAV - Secretary of the Navy

aboard vs. on board - These two terms mean nearly the same thing and in some uses are interchangeable. "Aboard" is the preferred usage. Use "on board" as two words, but hyphenate on board when used as an adjective. "Aboard" means on board, on, in or into a ship.

The crew is aboard the ship.
An on-board medical team uses the on-board computer.

BUT NOT: The Sailor is going on board the ship.

Also, a Sailor is stationed "on," "at," "is serving with" or "is assigned to" a ship. A Sailor does

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- Should be concise and relate to a specific image
- Identify every significant visual element in a picture
- List the names of recognizable individuals
- Identify all recognizable equipment and weapons systems.

The first sentence of the caption

- **What the photo shows, in the present tense, active voice**
- **Who is in the photo**
- **When the photo was taken**
- **where the photo was taken (AP Stylebook)**

The second sentence of the caption

Background on the news event or describes why the photo/video is significant.

This should give the “big picture.” Whenever possible, try to keep captions to no more than two concise sentences, while including all the relevant information.

Who

Who or what is the subject of the image?

- **If the subject of a sentence is a person or persons, provide the rank, first and last name, title, and military unit for each person.**

  Organizational elements should be identified using numbers for units (e.g., Naval Mobile Construction Battalion (NMCB) 23; Strike Fighter Squadron (VFA) 34. Use hyphens for second reference (e.g. NMCB-23).

  When identifying service members, **spell out the entire rate** of the person in the photo, **using numerals for rank**.
  - Construction Electrician 1st Class Samuel Roman rebuilds the deck of a platform.
  - The Airmen prepare for an operational readiness inspection.

- **Do not include warfare designators.**

Who

Who or what is the subject of the image?

- Do not include the names of minor dependents of military members.
- Do not include the names of American citizens, to include service members, receiving medical treatment without the express written consent of the patient. Use the HIPAA form.
- For ships, provide ship type, name and hull number.
  - The Nimitz-class aircraft carrier USS Dwight D. Eisenhower (CVN 69) gets under way.
    Note: Do not include a hyphen between the letters and numbers in the hull number.
  - On second reference, drop the designator and the "USS.“ Do not abbreviate the ship name on second reference. (Dwight D. Eisenhower, not Ike).

Identifying people in an image

Indicate position in a caption using commas,

not parentheses.

- Rear Adm. Matthew Nathan, left, salutes to accept his orders as new National Naval Medical Center Commander during a change of command ceremony in Bethesda.

What

- Describe the action captured by the image.

- **Use active voice when describing the action. When writing in active voice, the subject is doing something, while in passive voice, something is being done to the subject. For example:**
  - *Active:* Sailors salute Vice President Dick Cheney as he boards the USS Constitution for a Fourth of July celebration.
  - *Passive:* Vice President Dick Cheney is saluted as he boards the USS Constitution for a Fourth of July celebration.

  - **Do not over-describe the action; let the image speak as well**.
    - U.S. Navy Builder 2nd Class Susan Johnson, assigned to Naval Mobile Construction Battalion 3, helps refurbish a wooden cabinet as she removes a screw with a cordless power drill at the Nazareth Boys Orphanage in Victoria.

    - U.S. Navy Builder 2nd Class Susan Johnson, assigned to Naval Mobile Construction Battalion 3, refurbishes a cabinet at the Nazareth Boys Orphanage in Victoria.

When

- Use **datelines**, which are headers placed before the start of the caption, containing the date and location of the image.
  - ATLANTIC OCEAN (July 8, 2008)
  - FORT KNOX, Ky. (July 8, 2008)
  - city name, entirely in capital letters, followed in most cases by the name of the state, county or territory where the city is located.
  - See the “state names” entry in AP for correct abbreviations.

- Months March through July are spelled out; months August through February are abbreviated.
  - Any month with five or fewer letters is spelled out.

- When writing just a month and year with no day, do not abbreviate the month: Feb. 27, 2007; but February 2007.

- If a date is a number less than 10, do not use a 0.
  - Incorrect: Jan. 07, 2008
  - Correct: Jan. 7, 2008

Where

- Provide the geographic location as well as the name of the base, facility, or organization if applicable.
  - If the imagery was captured on a ship, provide location where it is moored or under way. (e.g. body of water: PACIFIC OCEAN, PERSIAN GULF; Shore station: BREMERTON, Wash.)
  - If there is no city, give a region or general area (e.g., ANBAR PROVINCE).
- Spell out state names when they stand alone within the caption. Use abbreviations when paired with a city or base/installation. Do not use postal codes.

Why

- Explain the purpose of the event, exercise or operation depicted in the image. This gives context to the image, answers the question as to why the image matters.

Brevity

- **Often, particularly when a caption is fairly long, tag lines can be deleted. In the example below, the third sentence can be cut without harm to the caption.**

An SH-60B Sea Hawk assigned to Helicopter Anti-Submarine Squadron Light (HSL) 42 prepares to land on the flight deck of the multi-purpose amphibious assault ship USS Iwo Jima (LHD 7) during the Iwo Jima Expeditionary Strike Group composite unit training exercise (COMPTUEX). COMPTUEX provides a realistic training environment to ensure the strike group is capable and ready for its upcoming scheduled deployment. *The Iwo Jima ESG is made up of Iwo Jima; the amphibious dock landing ship USS Carter Hall (LSD 50); the amphibious transport dock ship USS San Antonio (LPD 17); the guided-missile cruiser USS Vella Gulf (CG 72); the guided-missile destroyer USS Ramage (DDG 61); all homeported at Norfolk, Va.; the guided-missile destroyer USS Roosevelt (DDG 80), homeported at Mayport, Fla.; and the fast-attack submarine USS Hartford (SSN 768), homeported at Groton, Conn.*

An SH-60B Sea Hawk assigned to Helicopter Anti-Submarine Squadron Light (HSL) 42 prepares to land on the flight deck of the multi-purpose amphibious assault ship USS Iwo Jima (LHD 7) during the Iwo Jima Expeditionary Strike Group composite unit training exercise (COMPTUEX). COMPTUEX provides a realistic training environment to ensure the strike group is capable and ready for its upcoming scheduled deployment.

Brevity

- Listing all the organizational units that are provided can create a nightmare of a sentence (see below). **One way to pare down such a caption is to end with the first uniquely identified unit.** In the example below, the edited version ends with the Riverine Squadron 3 because there is only one of those in the Navy.

  - Original caption: Sailors with **Riverine Squadron 3, Detachment 2, Regimental Combat Team 5 (RCT 5),** tour with Marines of Civil Affairs Group, 2nd Battalion, 11th Marine Regiment, RCT 5, around Lake Quadsiyah, near Haditha, Iraq in riverine patrol boats (RPBs). Sailors use the RPBs to patrol bodies of water and ensure safety and security for Anbar's waterways.

  - Edited caption: Sailors with **Riverine Squadron (RIVRON) 3,** tour Lake Quadsiyah, near Haditha, Iraq with Marines of 11th Marine Regiment, Regimental Combat Team 5, in Riverine patrol boats (RPB). Sailors use the RPBs to patrol bodies of water and ensure safety and security for Anbar's waterways.

Acronyms

- **Define all acronyms upon first use within the caption. Spell out the term, and then place the acronym in parentheses. Use only the acronym upon second use.**
  - Naval Mobile Construction Battalion (NMCB) 5
  - Electronic Attack Squadron (VAQ) 131
  - rigged hull inflatable boat (RHIB)
  - landing craft air cushion (LCAC)
- **Do not use acronyms for terms used only once within the caption.**

Commas

- The appropriate use of commas makes it easier to read a sentence. Comma placement is determined partially by grammar rules and partially through judgment.
- In a series.
  - **Use commas to separate each element in a series.**
    - For example: The flag is red, white and blue.
  - **Use a comma before the conjunction (known as the serial comma) only when necessary to avoid confusion.**
    - For example: The vessel performs utility boat functions such as submarine support, moving barges and floats, and personnel transfers for Rota's port operations department.
  - **If any of the elements contain commas, use semicolons instead to separate each complete element.**
    - For example: Secretary of Defense Robert Gates; Chairman of the Joint Chiefs of Staff Adm. Mike Mullen, U.S. Navy; and Secretary of State Condoleezza Rice meet to discuss defense policy.

Commas

- Titles and other identifying adjectives listed after a name should be separated with commas; those listed before the name are adjectives and do not require commas.
  - Guided-missile frigate USS Simpson (FFG 56) Commanding Officer Cmdr. Edwin Kaiser gives U.S. Ambassador to the Eastern Caribbean Mary Ourisman a tour of the ship's spaces.
  - Cmdr. Edwin Kaiser, commanding officer of the guided-missile frigate USS Simpson (FFG 56), gives U.S. Ambassador to the Eastern Caribbean Mary Ourisman a tour of the ship's spaces.
- **Do not separate a ship’s name from the sentence with a comma.**

Capitalization

- Do not use all capital letters for anything but acronyms. Ship names and types, release status and other terms should all be regular text.
  - The Military Sealift Command **hospital ship** USNS Comfort (T-AH 20) moors off the coast of El Salvador. The ship is on a four-month humanitarian mission. (U.S. Navy **photo** by Mass Communication Specialist 1st Class John Smith/Released)
- Do not capitalize a term just because it is assigned an acronym.
- Do not capitalize the word “photo” in a byline.

Do not editorialize

Stick to the facts as presented by the image and gathered at the scene.

- *Incorrect:* An Iraqi family enjoys a picnic in a park near the Baghdad Zoo
- *Correct:* An Iraqi family shares a picnic in a park near the Baghdad Zoo

Miscellaneous

- Ship types should begin with “the.”
  - **The** Military Sealift Command hospital ship USNS Comfort (T-AH 20)
  - **The** aircraft carrier USS Enterprise (CVN 65)
    - Exception: When using in a title
      - Aircraft carrier USS Enterprise (CVN 65) Commanding Officer …
      - **Better edit:** Capt. …., commanding officer of the aircraft carrier USS Enterprise (CVN 65)
- Do not include quotes within a caption
- When using a location within the body of the caption, use only the city and not the state – it is already in the dateline.

Miscellaneous

Ship/station identification placement

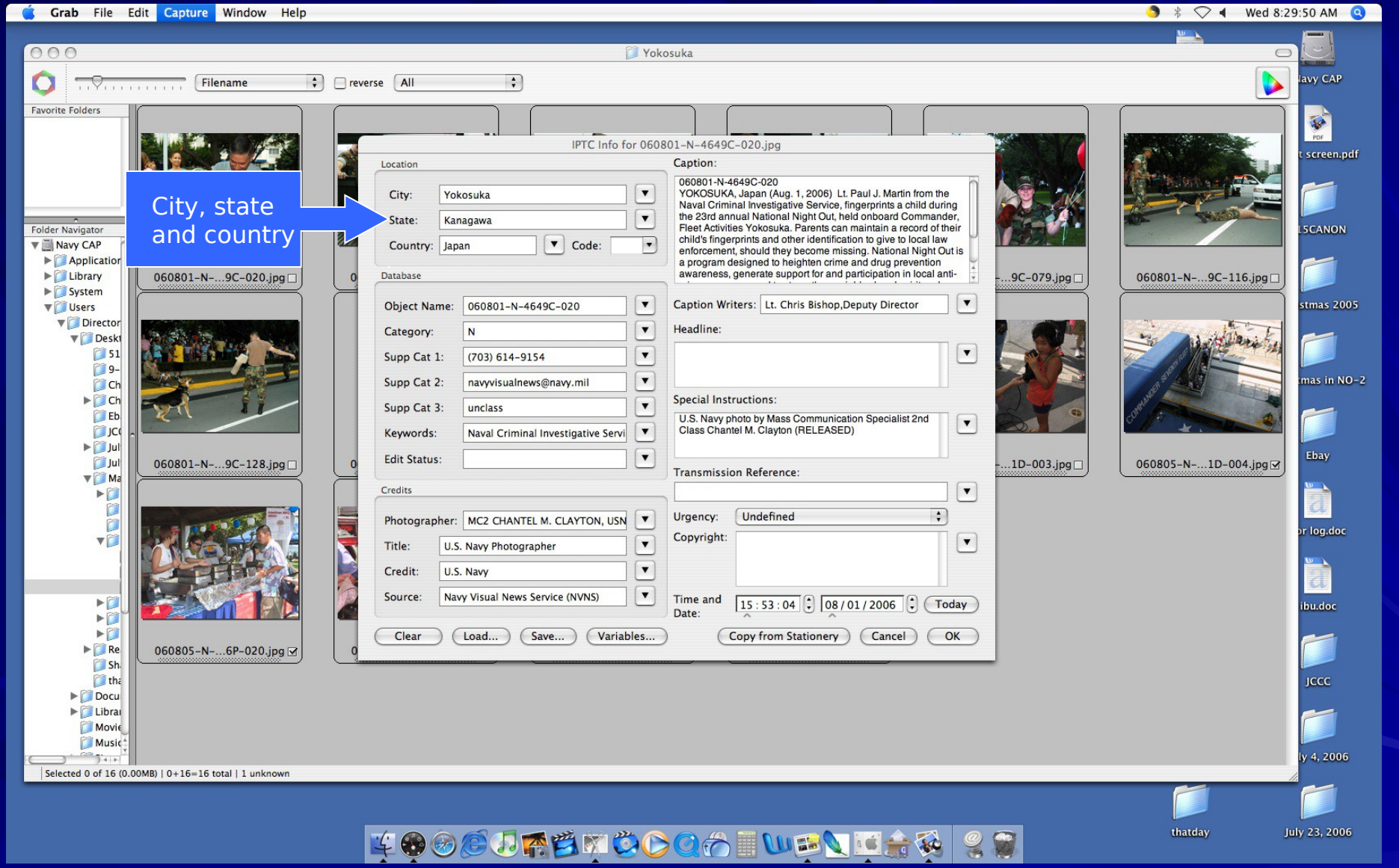
Hull Maintenance Technician 2nd Class Adam Powell, from Cresent City, Calif., assigned to the Nimitz-class aircraft carrier USS Ronald Reagan (CVN 76), welds seams of aluminum metal together to create a shop locker. Ronald Reagan is underway conducting carrier qualifications with Carrier Air Wing (CVW) 14.

Hull Maintenance Technician 2nd Class Adam Powell, from Cresent City, Calif., welds seams of aluminum metal together to create a shop locker **aboard the Nimitz-class aircraft carrier USS Ronald Reagan (CVN 76).** Ronald Reagan is underway conducting carrier qualifications with Carrier Air Wing (CVW) 14.

080708-N-5681S-045
ATLANTIC OCEAN (July 8, 2008) A landing craft air cushion from Assault Craft Unit (ACU) 4 arrives at the multi-purpose amphibious assault ship USS Iwo Jima (LHD 7) during the Iwo Jima Expeditionary Strike Group composite unit training exercise (COMPTUEX). COMPTUEX provides a realistic training environment to ensure the strike group is capable and ready for its upcoming scheduled deployment. (U.S. Navy photo by Mass Communication Specialist 3rd Class Michael Starkey/Released)

Style

- **aboard/on board** aboard a ship; on board a naval station
- **Arabian Gulf** Use "Persian Gulf" rather than "Arabian Gulf.“
- **area of responsibility** vice area of operations
- **battalion** Use numerals in unit names, and do hyphenate on second reference: NMCB-4, not NMCB FOUR
- **global war on terrorism** all lowercase
- **maritime security operations** all lowercase.
- **MH-60S Knighthawk** MH-60S Sea Hawk is correct. Knighthawk was the proposed name, but it was declined as it was too similar to the Air Force's F-117 Nighthawk. All H-60 variants are Sea Hawk.
- **rigid hull inflatable boat** lower case
- **Sailor** Capitalize when referencing U.S. Navy Sailors; lowercase other countries’ sailors.
- **ship names** It is permitted to refer to a ship using the pronoun "her." All ship names appear in regular type, not in all caps.
- **United States** Abbreviate only when used as an adjective. Spell out when used as a noun. She is a U.S. citizen She lived in the United States.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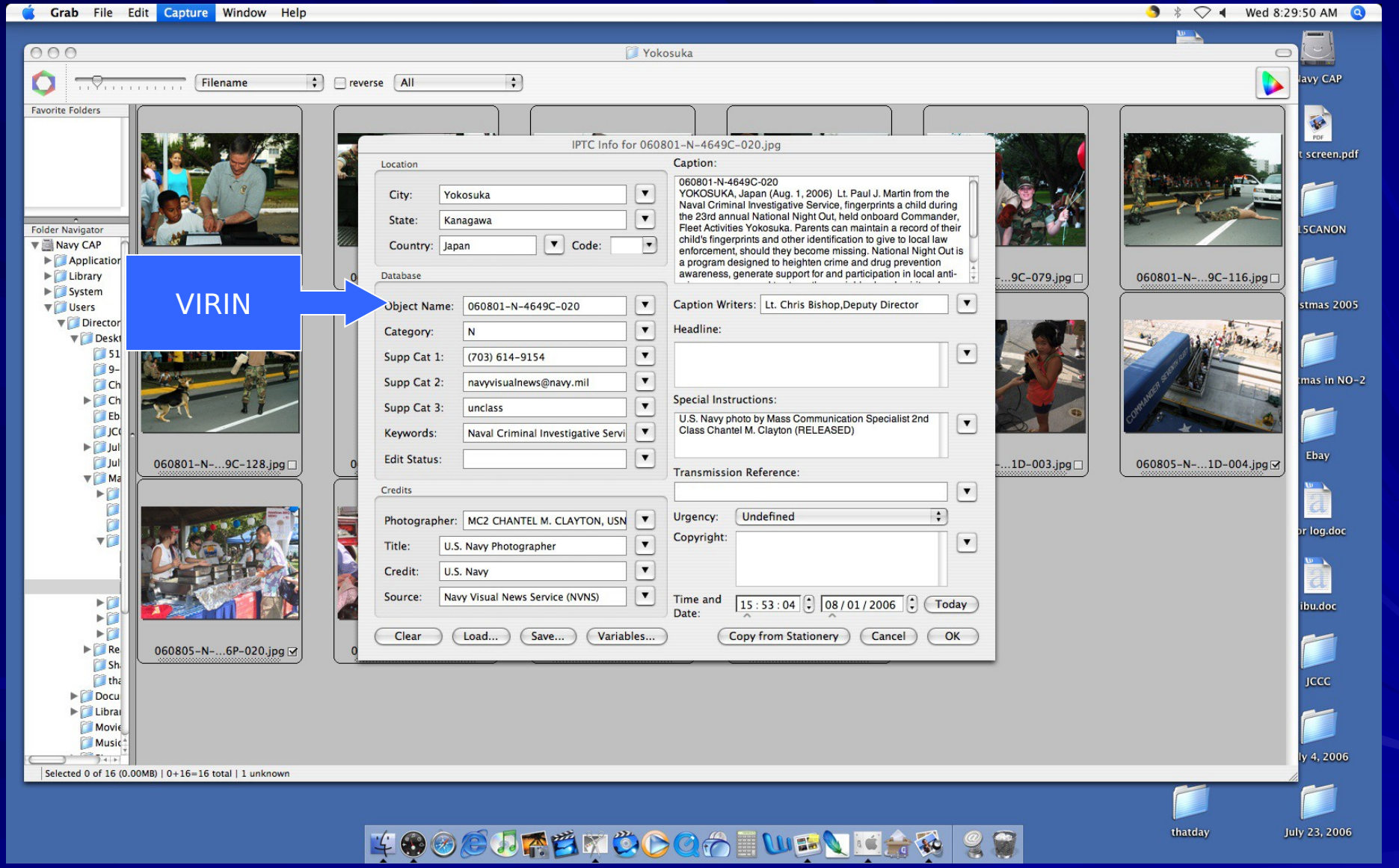
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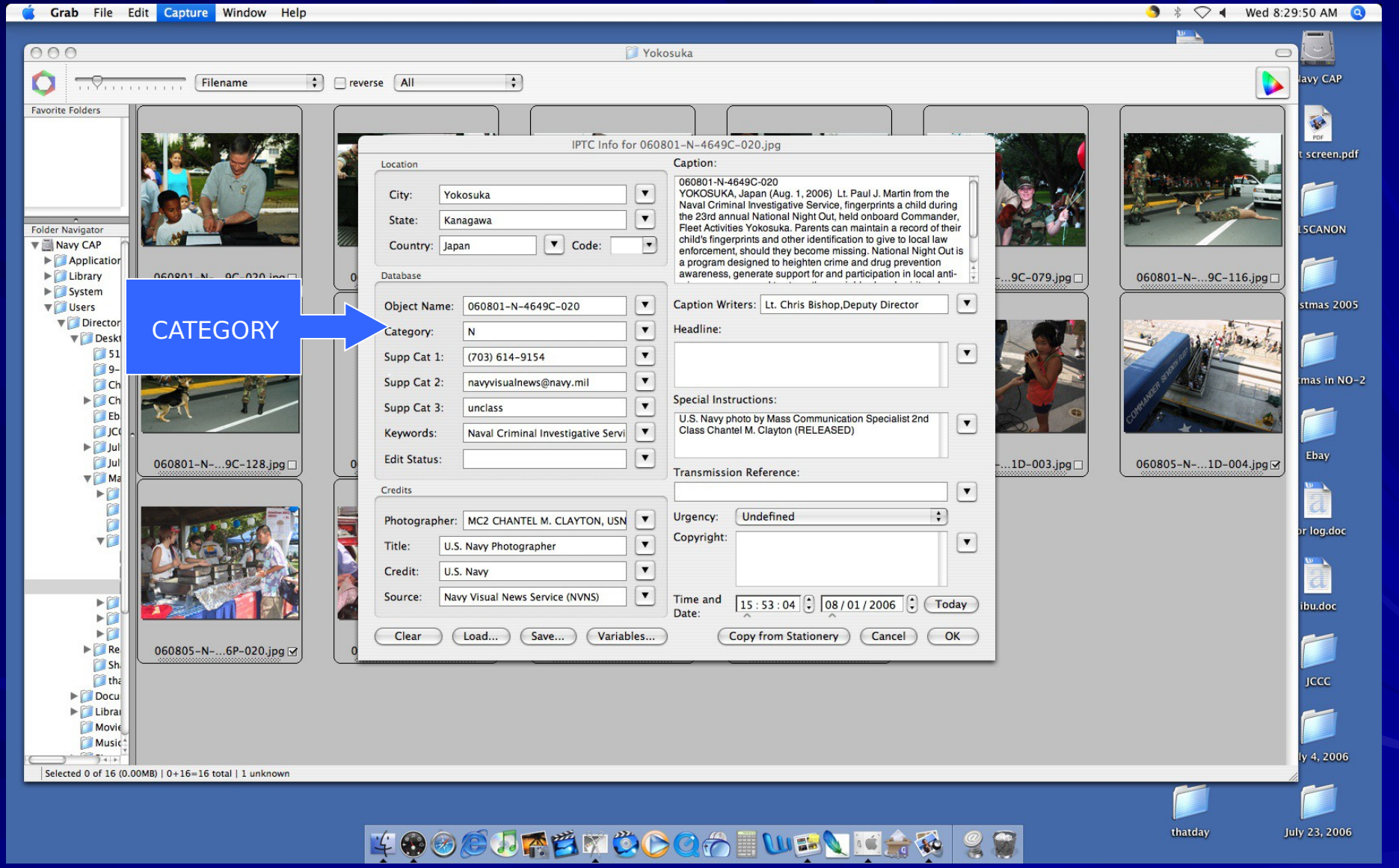
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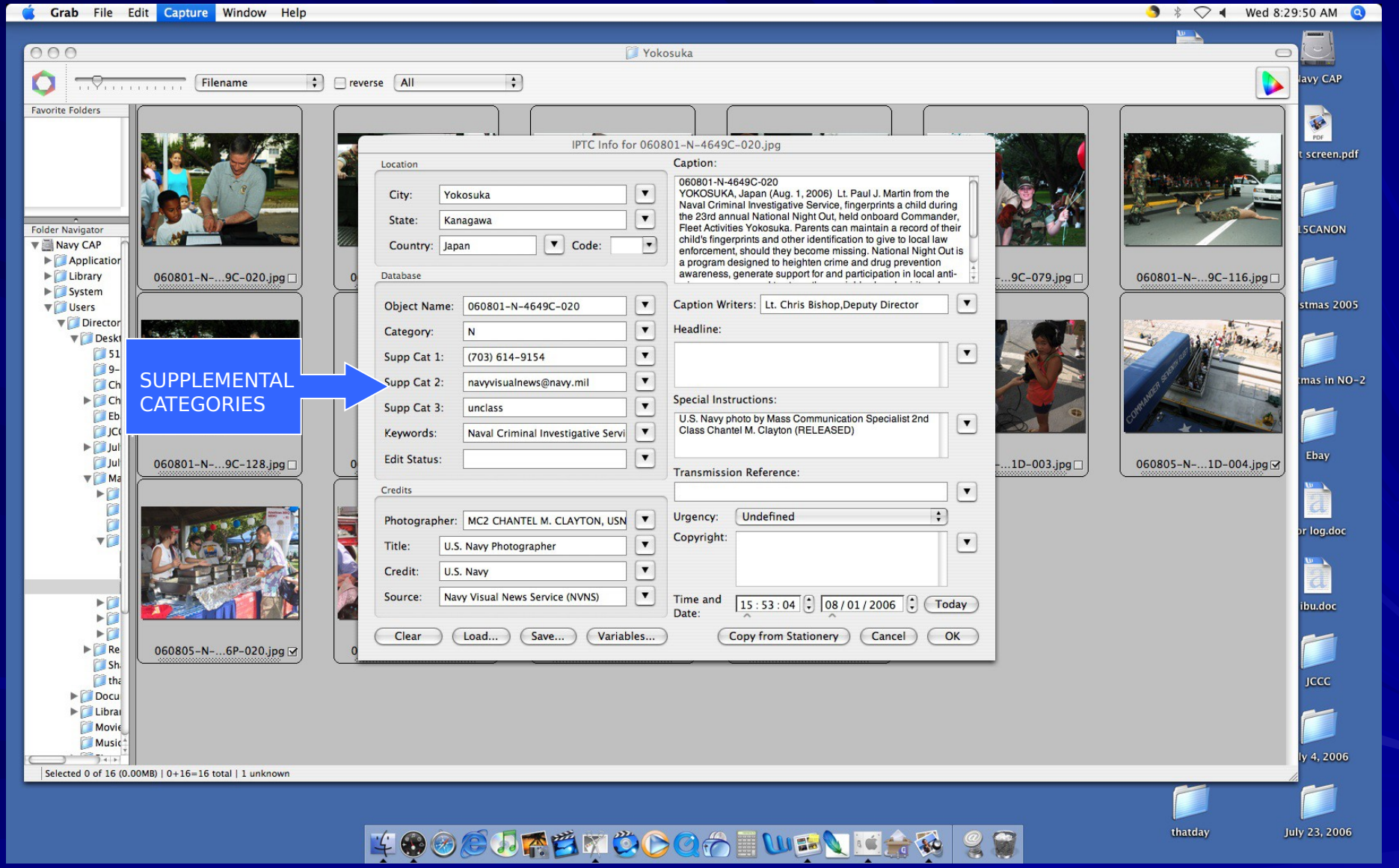
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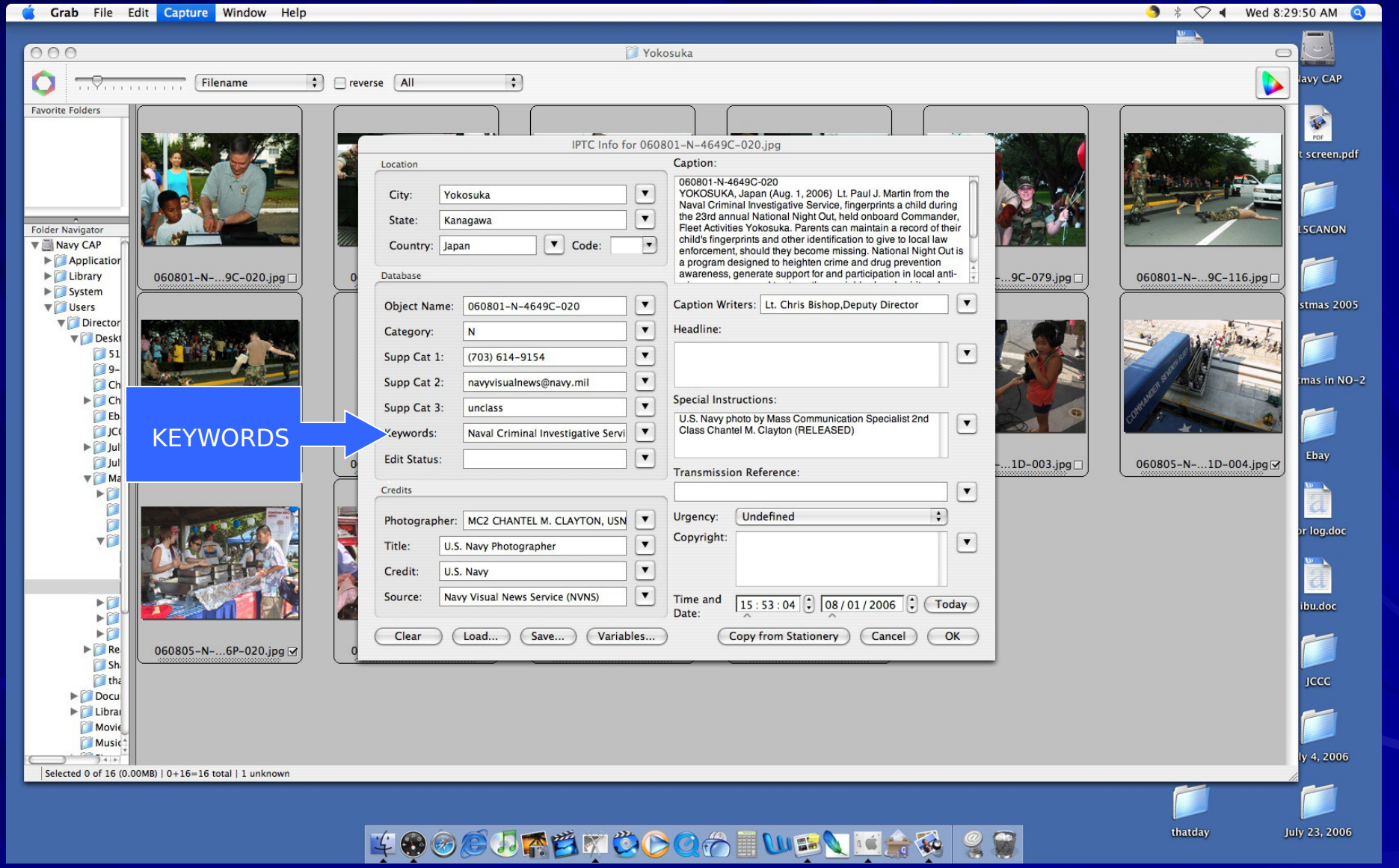
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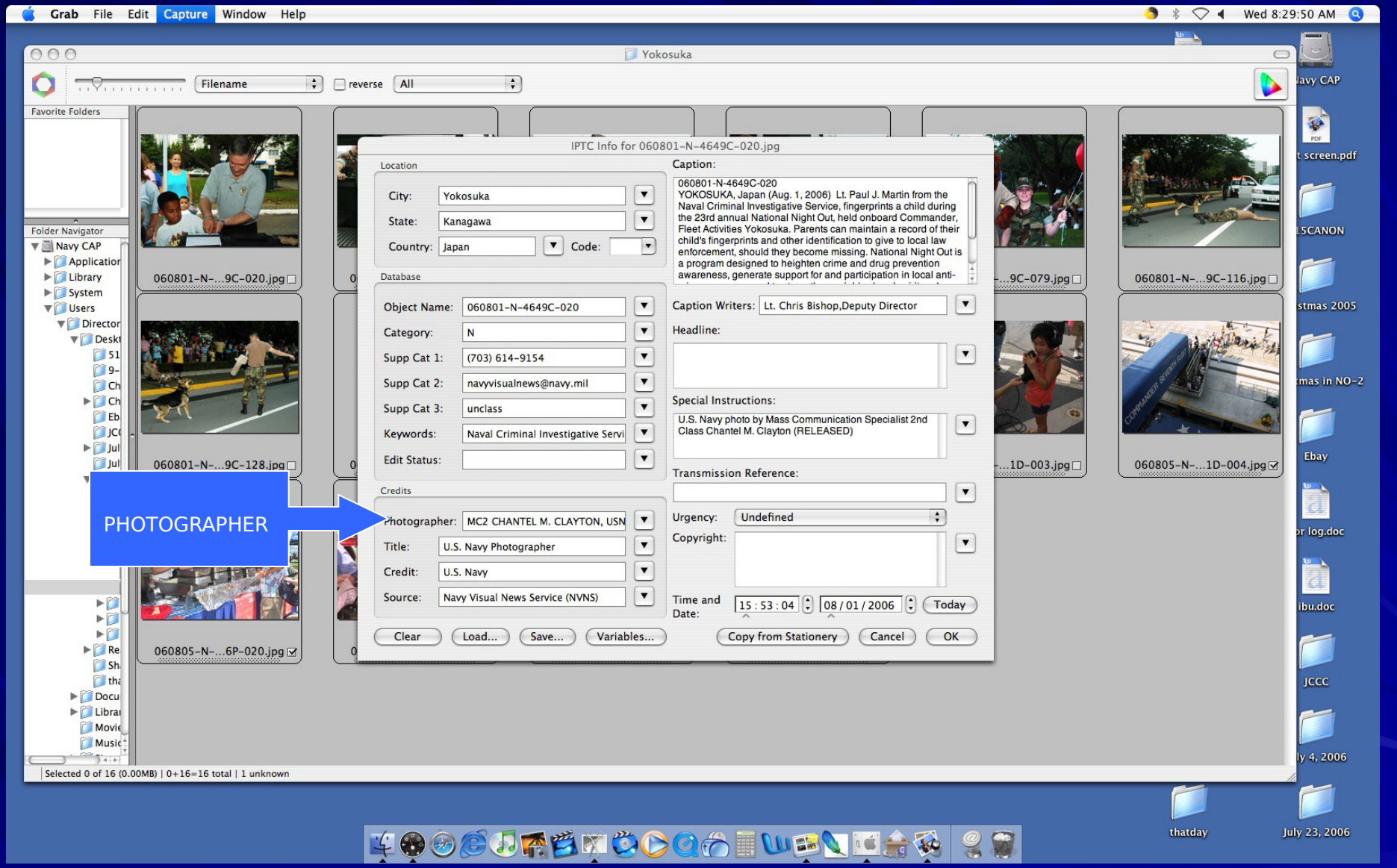
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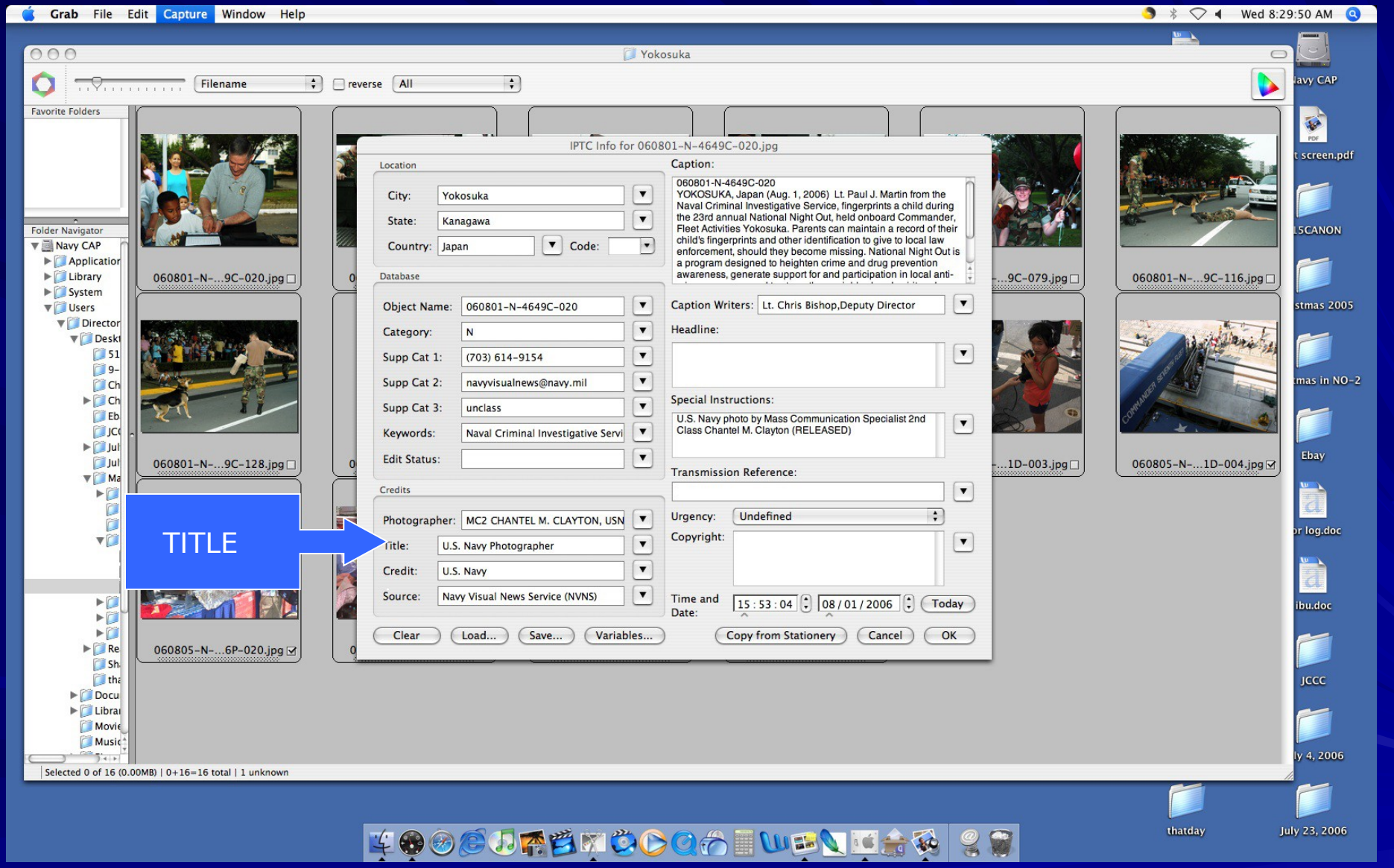
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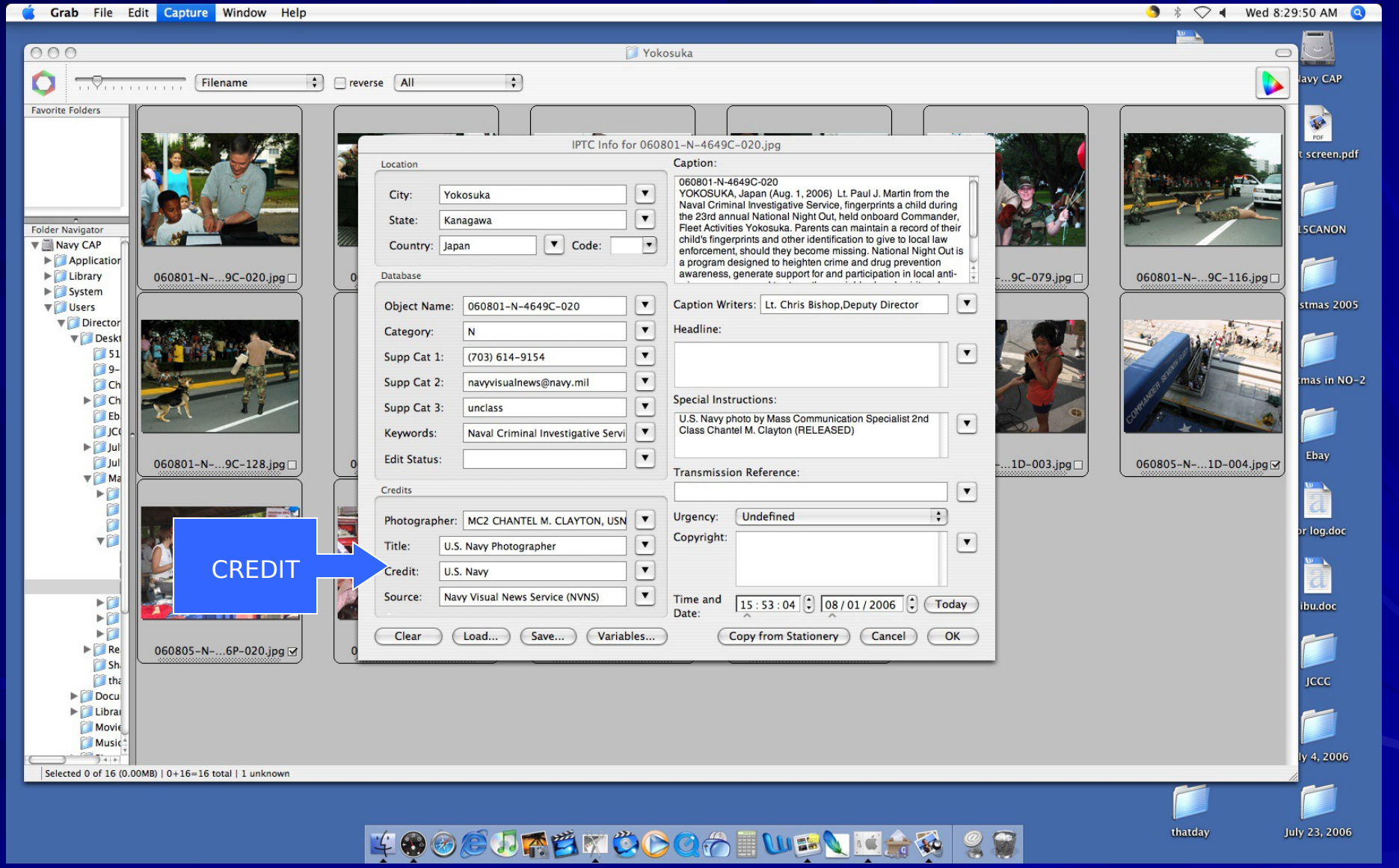
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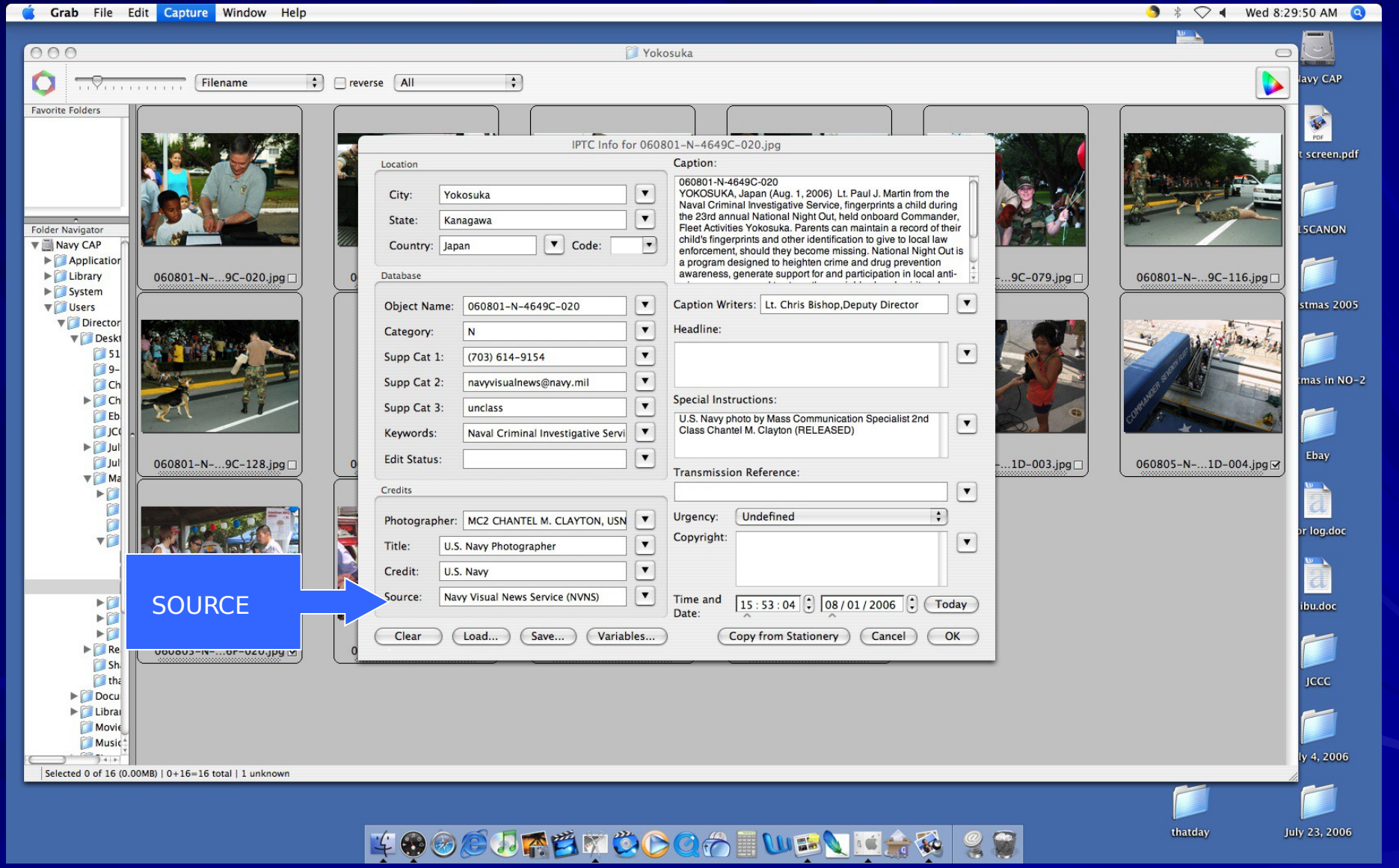
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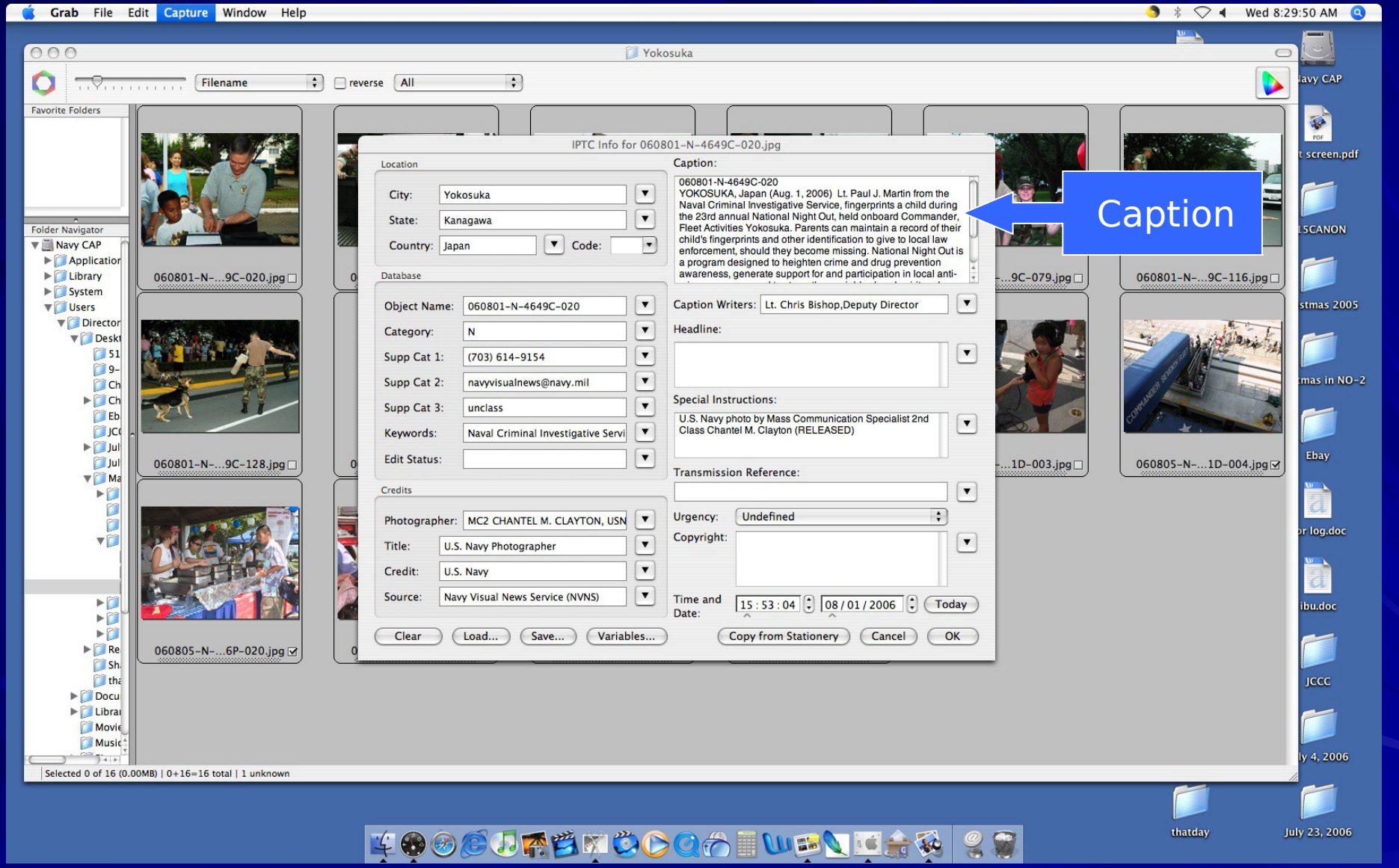
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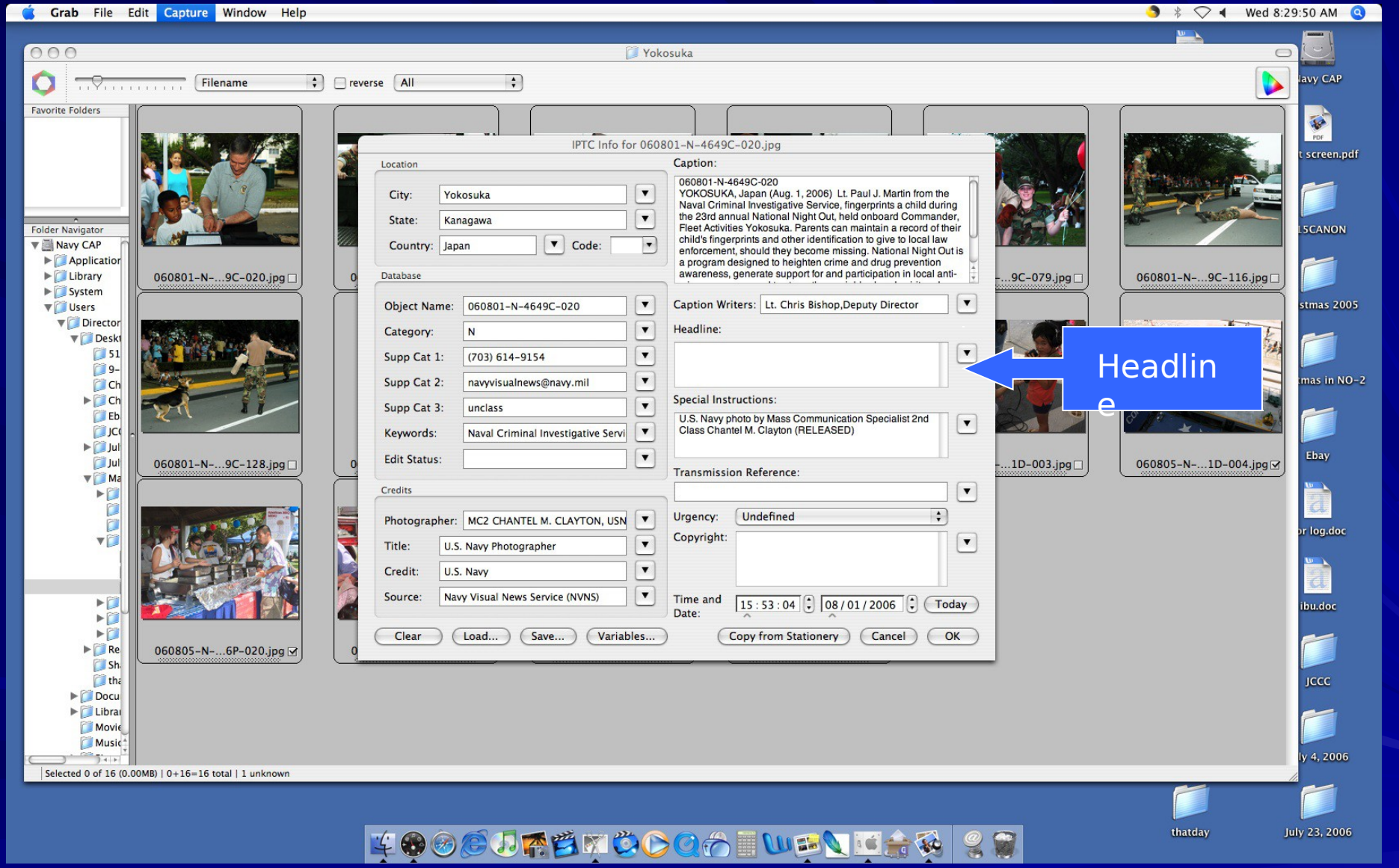
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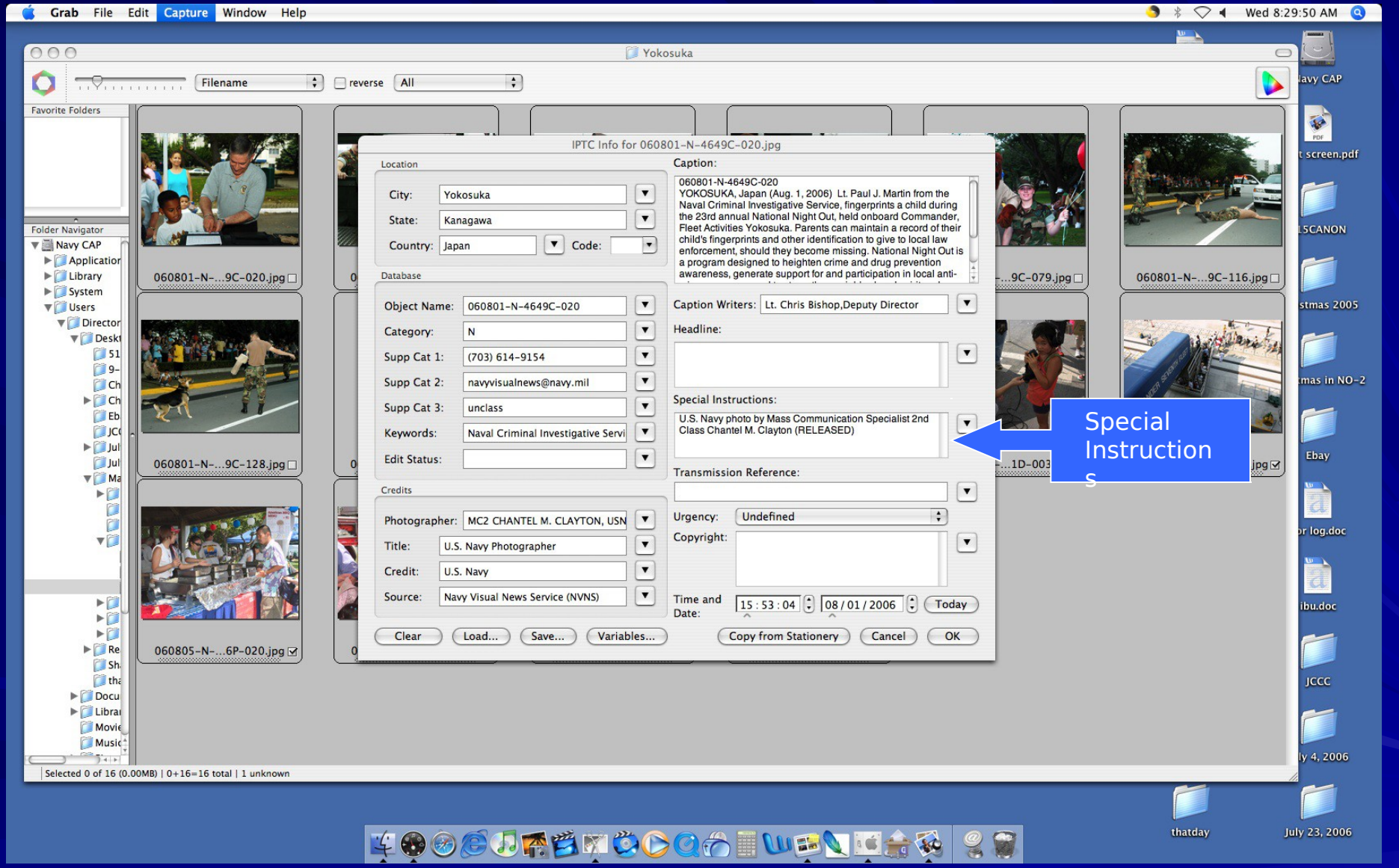
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Caption Writers: Lt. Chris Bishop,Deputy Director
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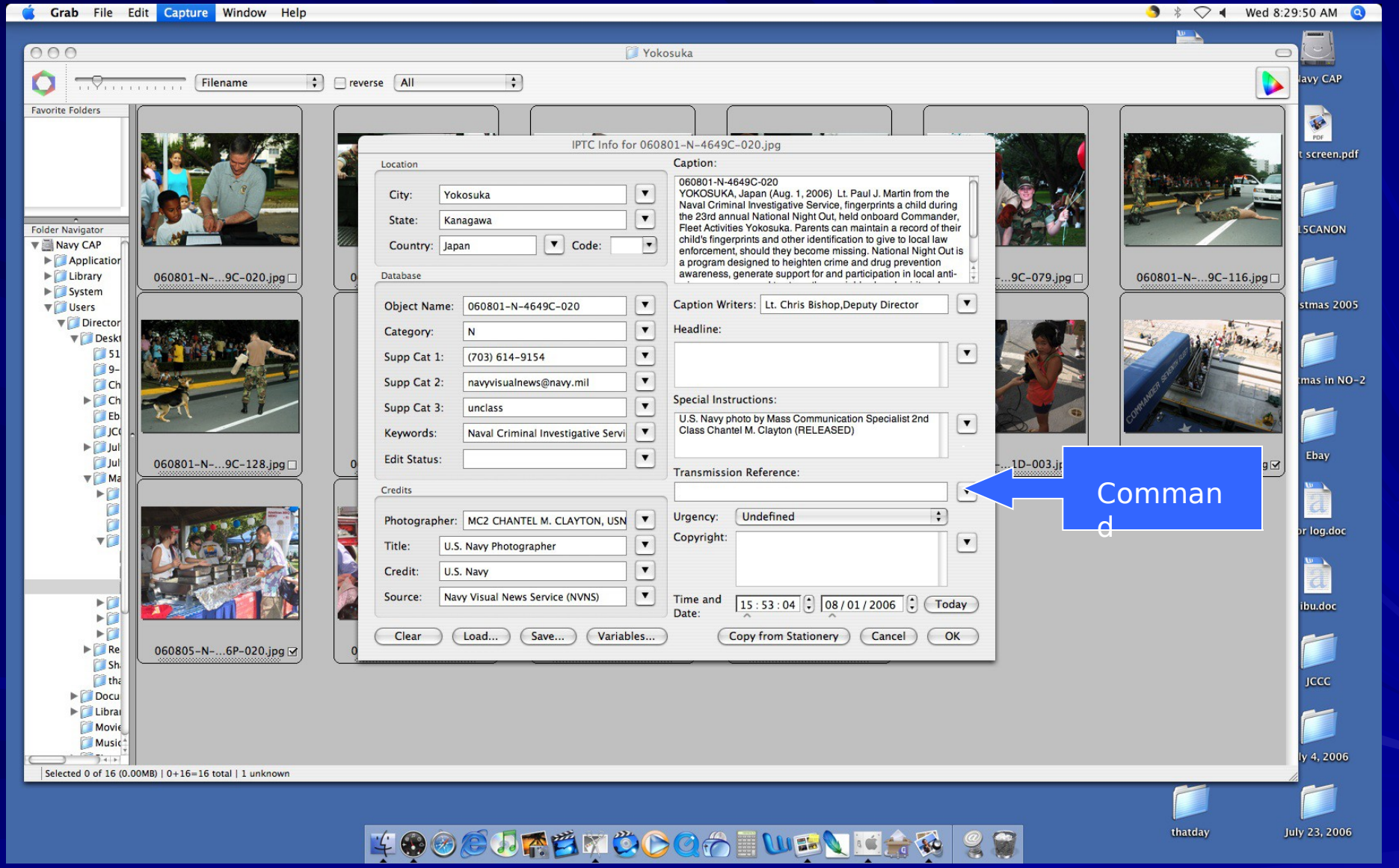
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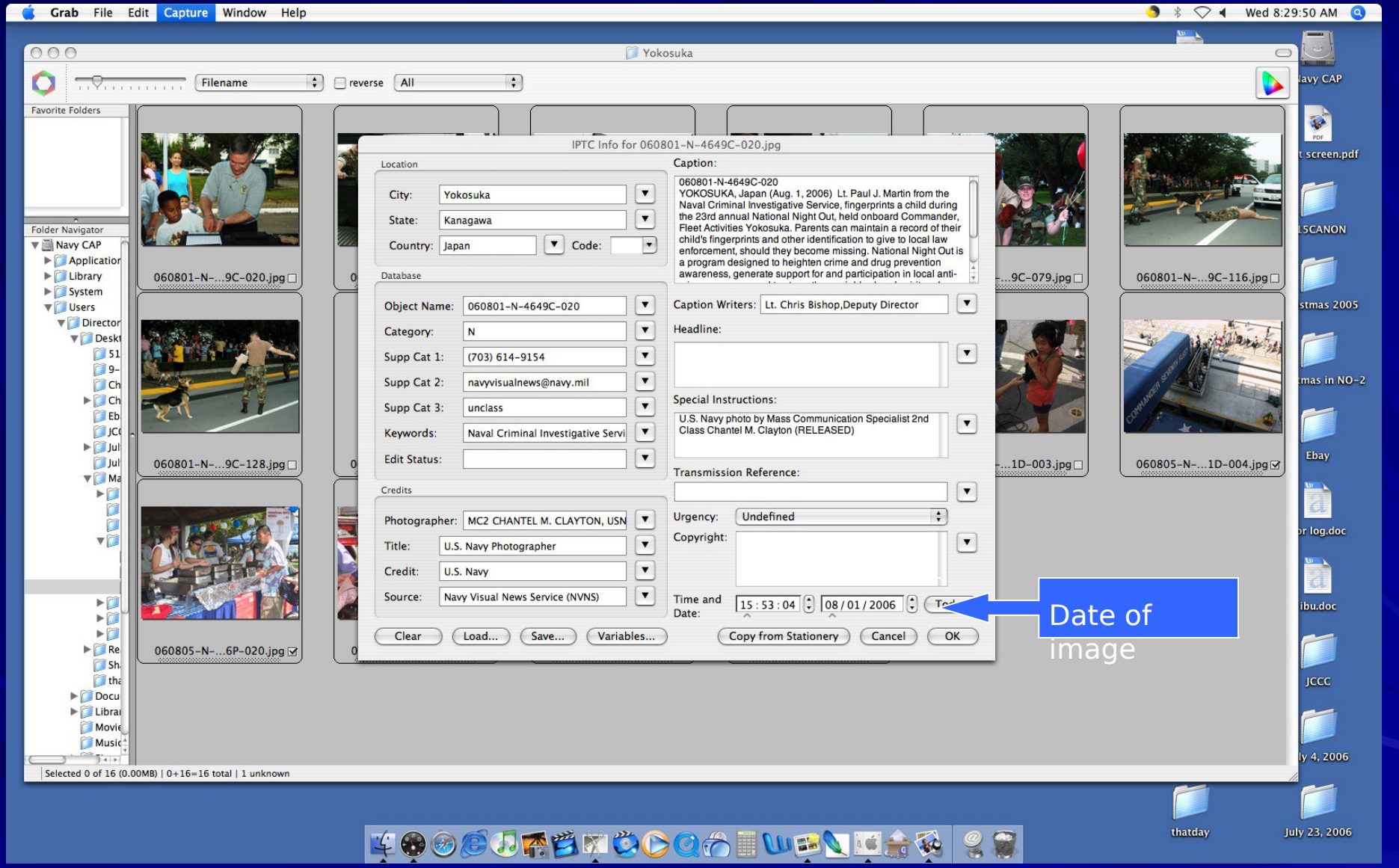
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